

# NEWTON IN THE ISLE

## PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS  
Tel: 01945 870083 • Email: [parishclerk@newtonintheisle.org.uk](mailto:parishclerk@newtonintheisle.org.uk)

### To Members of the Public and Press:

You are invited to attend a meeting of the Newton-in-the-Isle Parish Council to be held in Newton Village Hall on **Tuesday 8 November 2022 at 7pm.**

*Dave Gibbs*

Clerk

3 November 2022

### AGENDA

*All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576*

#### **043/22 Apologies**

*To receive and consider apologies from those members not present*

#### **044/22 Chairman's Announcements**

*To receive such announcements as the Chairman may wish to make to the Council*

#### **045/22 Public Forum**

*To receive representations from members of the public regarding issues pertinent to the Council*

#### **046/22 Minutes of Previous Meetings**

- a) *To approve the minutes of the Parish Council meeting held on Tuesday 13 September*
- b) *To approve the minutes of the Planning Committee meeting held on Tuesday 11 October*
- c) *To note the draft minutes of the Highways Committee meeting held on Wednesday 12 October*
- d) *To note the draft minutes of the Amenities Committee meeting held on Tuesday 25 October*

#### **047/22 County and District Councillors Reports**

*To receive reports from Cllrs S King (CCC), C Seaton and S Clark (FDC)*

#### **048/22 Police Matters**

*To receive a report from the Clerk on recent meetings with the Police*

#### **049/22 Clerk's Report**

*To receive a report on meetings attended, correspondence received and local issues*

#### **050/22 Members' and Residents' Issues**

*To receive reports from the Clerk and members on matters raised by local residents, and to report on matters raised previously, including the following:*

- a) Abandoned vehicle in Colvile Road*
- b) Accumulation of scrap in Colvile Road*
- c) Overgrown hedge in Colvile Road*
- d) Dangerous path surface at St James Close*
- e) Planter around village sign*
- f) Homeless man on Fen Drove*
- g) Mossy pavement in Westfield Road*
- h) Fly-tipping in Franks Lane, Chapel Lane, Cross Drove and Roman Bank*
- i) Tydd Solar proposal*

#### **051/22 Amenities Committee**

*To consider the following recommendations from the Amenities Committee and resolve appropriately:*

- a) To approve a quotation from the grounds maintenance contractor for the spraying and reseeding with grass of the meadow area*
- b) To approve a quotation for the removal of the bench opposite Fen Road, the relaying of the path to the bench and the installation of the replacement bench*
- c) To approve the purchase of dog bag dispensers and to identify suitable locations for them*
- d) To consider options for an additional notice board to be placed at the eastern end of the village and to approve funding*

#### **052/22 Highways Committee**

*To consider the following recommendations from the Highways Committee and resolve appropriately:*

- a) To approve the project to be submitted as the LHI application for 2023/24*
- b) To receive a report from the Clerk regarding the meeting with the Parish Handyman and resolve accordingly*

#### **053/22 Strategic Planning and Administration**

*To discuss the following aspects of the role and operation of the Council:*

- a) Parish Plan*
- b) Support for vulnerable residents*

#### **054/22 Policies and Procedures**

*To review the following policies and procedures and amend or re-adopt as required:*

- a) Complaints Procedure*
- b) Grievance Policy*
- c) Disciplinary Policy*

**055/22 Planning**

*To consider the following planning application and agree the Council's response:*

*F/YR22/1153/F - Erect 1 x dwelling (2-storey 4-bed), including formation of a new access - Land West of 241 High Road, Newton-in-the-Isle*

**056/22 Finance**

*To consider and resolve on the following matters:*

a) *To receive an updated financial statement for the period to the end of October*

b) *To note the National Agreement on Local Government Salaries for 2022/23*

c) *To note the following sums received since the last meeting:*

*Fenland District Council (precept)..... £ 5,000.00*

*Barclays Bank (interest) ..... £ 3.71*

*£5,003.71*

d) *To ratify the following payment issued since the last meeting:*

*100736 D A Gibbs (salary October) ..... £ 421.80*

e) *To approve the following payments:*

*100737 D A Gibbs (salary November and back pay) ..... £ 629.80*

*100738 Beech Trees Garden Services (benches and grass cutting).. £ 149.35*

*£ 779.15*

**057/22 Speed Monitoring**

*To receive a report on MVAS speed data from the High Road*

**058/22 Date of Next Meeting**

*To confirm the date and time of the next meeting of the Council*

*Tuesday 10 January 2023 is proposed*

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### **Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 13<sup>th</sup> September 2022**

**Present** - Cllr D Nunn (Chairman), Cllr D Freeman, Cllr E Jones, Cllr S King (CCC), D Gibbs (Clerk), K Dix, R Horspool (Parishioners)

#### **029/22 Apologies for Absence**

Apologies were received and accepted from Cllr R Bradley, Cllr S Clark, Cllr R Moore, Cllr G Wilkinson and Cllr C Seaton (FDC)

#### **030/22 Chairman's Announcements**

None.

#### **031/22 Public Forum**

Mr Horspool reported a number of trees and hedges restricting visibility, particularly at junctions. Members asked the Clerk to write to the owners of the relevant properties to ask them to take remedial action.

#### **032/22 Minutes of Previous Meetings**

- a) RESOLVED - that the minutes of the meeting held on Tuesday 12<sup>th</sup> July 2022 be agreed and signed as a true and accurate record.
- b) Members noted the draft minutes of the Amenities Committee meeting held on Tuesday 9<sup>th</sup> August.
- c) Members noted the minutes of the Highways Committee meeting held on Wednesday 10<sup>th</sup> August and the draft minutes of the reconvened meeting held on Thursday 1<sup>st</sup> September.

#### **033/22 County and District Councillors Reports**

County - Cllr King reported that the final report on the review of the Local Highway Improvement scheme will be discussed by the Highways and Transport Committee on 4<sup>th</sup> October. Applications for 2023/24 open on 31<sup>st</sup> October. Community Gritting Scheme registrations are required by 31<sup>st</sup> October. Issues of gravel on Roman Bank outside the Second Hand Centre and flooding at 158 High Road are still being investigated by the Local Highways Officer and the Flood Risk Officer respectively.

District - Cllr Clark reported that the Local Government Boundary Commission had published its final recommendations for the new ward boundaries to be implemented at next year's elections. The final scheme differs significantly from the District Council's proposals.

### **034/22 Police Matters**

The Clerk reported that he met with the Wisbech Neighbourhood Policing Team on 22<sup>nd</sup> July and 2<sup>nd</sup> September. Nitrous oxide use remains a concern and also results in littering. There has been a sharp increase in shoplifting offences in Wisbech. A new data gathering protocol will enable more targeted prioritisation of local policing. Neighbourhood Watch has launched a Community Safety Charter with a goal of eliminating harassment, antisocial behaviour, and intimidation. Local councils are invited to sign up to the Charter.

### **035/22 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including a webinar with Anglian Water regarding their plans for a new reservoir. Correspondence included a traffic order for surface dressing of Chapel Lane, consultation on the draft Fenland Local Plan, energy support and funding for home improvements, the Boundary Commission's new political map for Fenland, confirmation of exemption from external audit for 2021/22 and invitation to opt out of the next central audit appointment from 2022/23. Members resolved not to opt out.

### **036/22 Members' and Residents' Issues**

- a) Abandoned vehicle in Colvile Road - Cllr Clark and the Clerk met with a representative from Clarion Housing to discuss this and other issues. This dialogue will continue.
- b) Accumulation of scrap in Colvile Road - see above.
- c) Dangerous path surface at St James Close - minor remedial works will be undertaken immediately until the path can be repaired.
- d) Request to install a pipe across Parish land, Catlings Cottages - the Clerk reported that the licence has been issued.
- e) Fire in Colvile Road - the Clerk reported that a car fire in Colvile Road had spread to neighbouring gardens. No properties were damaged and the Fire Service extinguished the blaze. The Clerk had reported the matter to Longhurst Housing Association, whose properties were affected.
- f) Fallen tree in Brewers Lane - the Clerk reported that a large tree had fallen, blocking Brewers Lane. The Police were called and arranged for the Highways on-call team to remove the tree before nightfall.
- g) Overgrown hedges in Colvile Road - the hedges have been reported to Clarion Housing and Longhurst Housing Association, to whom they belong.
- h) Fly-tipping in Franks Lane and High Road - the Clerk reported that fly-tippers have again been active in the village. Franks Lane was cleared by Fenland District Council, however the rubbish in the copse on the High Road is on private property and therefore the landowners responsibility.
- i) Offer of oak tree to be planted in suitable location - a parishioner has offered a pot-grown oak tree to be planted in the village. Concern was expressed over the recent spate of vandalism of the trees in the Playing Field. Further consideration is required.

### **037/22 Amenities Committee**

- a) Spraying and reseeded of the wildflower meadow - the quote has not been received.
- b) Remedial work to the children's play equipment - a quote of £2,449.40 from Online Playgrounds was approved.
- c) Replacement trees - members approved the purchase of three new birch trees for the arboretum and two apple trees for the orchard to replace the damaged trees. New stakes will be provided for all trees.
- d) Replacement bench and relaying of path opposite Fen Road - no quote has been received.
- e) Additional notice board - Members agreed to purchase a new notice board at a cost of up to £400 to be placed adjacent to the bench opposite Fen Road.

### **038/22 Highways Committee**

- a) LHI/PFHI highway schemes - members reviewed the final plans for the works in Fen Road, Mill Lane, Rectory Road and Chapel Lane. It was noted that there is no slow marking painted on the High Road at the western end of the village. The Clerk agreed to investigate whether this can be added to the scheme. Members approved the plans subject to this minor amendment being added, if feasible.
- b) Village Handyman - members reviewed the enhanced role description. They approved the extension of the role and asked the Clerk to discuss this with the Handyman.

### **039/22 Strategic Planning and Administration**

- a) Parish plan - deferred until the next meeting.
- b) Support for vulnerable residents - Members discussed the concept of providing a support system for residents experiencing hardship. A telephone helpline similar to the scheme operated during the Covid lockdown was suggested. Cllr King outlined the help available from Wisbech Foodbank and the possibility of working in partnership with them. The Clerk was asked to convene a task and finish group of interested individuals to develop this project.

### **040/22 Planning**

Members considered the following planning application:-

*F/YR22/0957/F and F/YR22/0958/LB - Convert existing barn, and erect a link extension (to existing dwelling), erect a 2-storey building involving the demolition of existing piggery, to form 2 x annexes (2-storey 2-bed) ancillary to existing dwelling, and erect a first-floor extension to existing outbuilding and a double garage (part retrospective) - Newton House, 217 High Road, Newton-in-the-Isle*

Whilst they had no objection to the overall scheme, they expressed concern regarding the impact of the proliferation of windows and roof lights proposed on barns 2 and 3 and the design quality of the replacement of the piggery with a cramped unsightly two-storey dwelling on the same footprint.

**041/22 Finance**

a) The Clerk presented an updated financial statement as at the end of August, showing income of £7,218.91 and expenditure of £3,586.90, resulting in a surplus of £3,632.01 and total funds held of £41,941.74.

b) Members noted the following sums received:

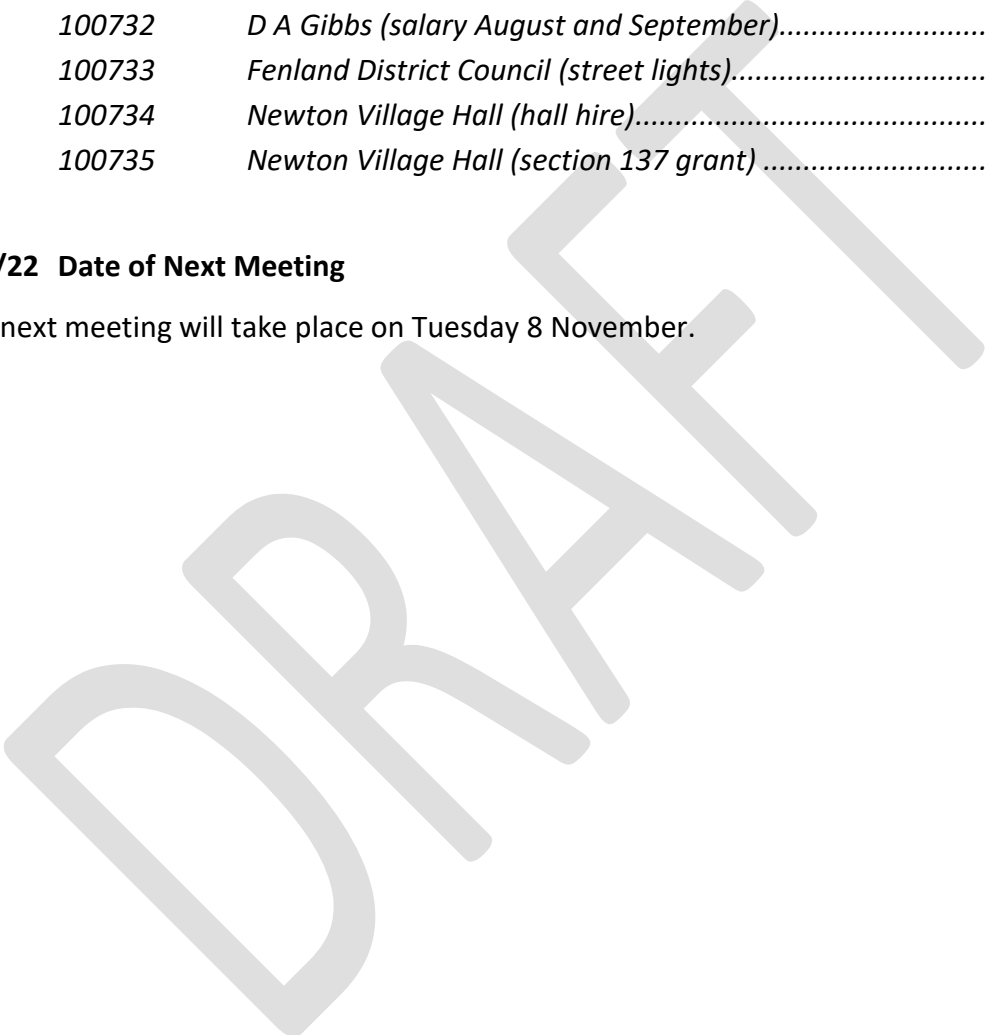
<i>Fenland District Council (concurrent functions grant)</i> .....	£ 1,968.00
<i>J McGregor (drainage licence)</i> .....	<u>£ 250.00</u>
	£ 2,218.00

c) Members approved the following payments:

<i>100732 D A Gibbs (salary August and September)</i> .....	£ 843.60
<i>100733 Fenland District Council (street lights)</i> .....	£ 2,994.96
<i>100734 Newton Village Hall (hall hire)</i> .....	£ 64.00
<i>100735 Newton Village Hall (section 137 grant)</i> .....	<u>£ 200.00</u>
	£ 4,102.56

**042/22 Date of Next Meeting**

The next meeting will take place on Tuesday 8 November.



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### Minutes of a meeting of Newton-in-the-Isle Parish Council Planning Committee held in the Village Hall on Tuesday 11<sup>th</sup> October 2022

**Present** - Cllr D Nunn (Chairman), Cllr R Bradley, Cllr S Clark, Cllr E Jones, Cllr R Moore, D Gibbs (Clerk), R Horspool (Parishioner)

#### **006/22 Apologies for Absence**

Apologies from Cllr D Freeman and Cllr G Wilkinson were received and approved.

#### **007/22 Planning Application**

F/YR22/1101/TRTPO - Works to 1no Willow, 1no Silver Birch, 1no Oak and 2no Sycamore trees covered by TPO/13/1966 - Amen Corner, Chapel Lane, Newton-in-the-Isle.

Members considered this application. They welcomed the applicant's decision to improve the appearance of these trees.

#### **008/22 Update on Previous Applications**

F/YR22/0599/F - Erect a single storey rear extension to existing dwelling - Fitton Croft Farm, Fitton End Road, Newton-in-the-Isle. Permission granted.

F/YR22/0957/F and F/YR22/0958/LB - Convert existing barn, and erect a link extension (to existing dwelling), erect a 2-storey building involving the demolition of existing piggery, to form 2 x annexes (2-storey 2-bed) ancillary to existing dwelling, and erect a first-floor extension to existing outbuilding and a double garage (part retrospective) - Newton House, 217 High Road, Newton-in-the-Isle. Decision pending.

#### **009/22 Draft Fenland Local Plan Consultation**

The Clerk explained the background to the new draft Fenland Local Plan and the process involved in creating it. Members discussed the impact of the proposals for Newton-in-the-Isle and in particular for the village. They outlined a number of concerns.

- i. The name of the parish and village is abbreviated to Newton.
- ii. The village is categorised as a Small Village B, a category otherwise used to define hamlets rather than villages.
- iii. The settlement boundary and the lack of identified sites for development will stifle the natural growth of the village.
- iv. The separation of the two ends of the village creates two distinct communities, when infill plots along the High Road could be considered to unite the two ends of the village.
- v. Rejection of sites at the eastern end of the village has been based on a flood map that is clearly not fit for purpose.



- vi. The creation of a pavement on the national speed limit section of the High Road is dependent upon infill development between 118 and 156 High Road.

In order to address these issues, a meeting with a senior planning officer is required and members asked the Clerk to arrange this.

### **010/22 Other Planning Matters**

The Clerk informed members that a proposal has been announced to build a substantial solar farm on land at the western end of the parish, and part of Tydd St Giles and Sutton St Edmund parishes. The company behind the proposal has offered to meet with the parish councils to explain their plans in more detail. Members asked the Clerk to arrange a meeting.

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### Minutes of a meeting of Newton-in-the-Isle Parish Council Highways Committee held in the Village Hall on Wednesday 12<sup>th</sup> October 2022

**Present** - Cllr D Nunn (Chairman), Cllr S Clark, Cllr E Jones, D Gibbs (Clerk)

#### **011/22 Apologies for Absence**

Cllr R Bradley.

#### **012/22 Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 1<sup>st</sup> September were agreed and signed as a true and accurate record.

#### **013/22 Matters for Consideration**

- a) Highway maintenance - members noted that some white lines at junctions had been repainted recently, but not all. Cllr Clark offered to check all junctions and report those still needing attention.
- b) Highway improvements - the Clerk explained the new format of the Local Highways Improvement scheme. Applications will be divided into two categories, known as complex and non-complex. Non-complex applications will be eligible for up to £10,000 from the County Council and will be assessed by officers, not members. Complex applications will be eligible for up to £25,000 from the County Council and will be assessed by a member panel, as previously. Overall funding will be unchanged, with half of the budget allocated to each type of application. Members suggested a traffic island to slow vehicles at the junction of High Road and Fen Road. Traffic calming signage at the sharp bend beyond 355 High Road was also suggested. A final decision must be made at November's Parish Council meeting.
- c) Footpaths and public rights of way - awaiting the meeting with the landowners west of Fen Road.
- d) Roadside verges - the final cut has been completed. Any uncut verges will rely on the goodwill of landowners.
- e) Signage - it was noted that the poles supporting several signs have significant rust at the base. Members were asked to check and report any examples requiring replacement.
- f) Drains - the drains on outlying roads will be checked and reported. It is hoped that we will have access to the new drainage maps once complete.
- g) Street lights - members were asked to report any lights not working. The Clerk will circulate the street light asset register showing the locations of each light.

- h) Speed monitoring devices - the MVAS will be relocated to Goodens Lane, if a suitable location can be found for it. The Clerk has shown members of the Committee how to download the data and reposition the device.
- i) Parish handyman - the new role description was approved by the Council at the September meeting and the Clerk will discuss this with the Handyman.

#### **014/22 Reports and Recommendations**

Members resolved to submit the following recommendations to the November meeting of the Council:

- a) To approve the project to be submitted as the LHI application for 2023/24.
- b) To receive a report from the Clerk regarding the meeting with the Parish Handyman and resolve accordingly.

#### **015/22 Highways Plan 2023/24**

Members were asked to consider priorities for the forthcoming financial year, particularly those with financial implications, to inform the creation of the budget.

#### **016/22 Date of Next Meeting**

The next meeting will take place on Wednesday 14 December.

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### Minutes of a meeting of Newton-in-the-Isle Parish Council Amenities Committee held in the Village Hall on Tuesday 25<sup>th</sup> October 2022

**Present** - Cllr D Nunn (Chairman), Cllr D Freeman, Cllr R Moore, D Gibbs (Clerk)

#### **011/22 Apologies for Absence**

Cllr G Wilkinson.

#### **012/22 Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 9<sup>th</sup> August were agreed and signed as a true and accurate record.

#### **013/22 Matters for Consideration**

- a) Queen Elizabeth II Playing Field - the wildflower meadow will be sprayed and reseeded in the coming months, subject to the receipt of a quotation from the contractor. The BMX ramps will be removed shortly.
- b) Children's play equipment - the quote to rectify the issues identified in the annual inspection was approved by the Council in September and the work will be carried out shortly.
- c) Trees, arboretum and orchard - a resident has reported that a cherry tree and a prunus tree in Westfield Road are interfering with telephone lines. The cherry tree opposite the old school site also needs attention. A plan of the trees in the Playing Field will be prepared shortly. The next phase of the arboretum will be planted this autumn.
- d) Allotments and land holdings - invoices have been issued with a letter reminding tenants of their obligations.
- e) Fences and gates - no matters reported.
- f) Bins and benches - the wooden benches have been repainted. No quote has been received for the replacement of the bench opposite Fen Road. Members asked the Clerk to obtain a quote for this. Members considered placing dog bag dispensers in suitable locations around the village to reduce dog fouling and offered to obtain quotes for suitable items. Appropriate signage is available from the District Council.
- g) Bus shelter - the shelter has been cleaned and the broken ceramic ornaments have been removed. The missing corner of the guttering needs to be replaced.
- h) Notice boards - the Council approved the purchase of a new board to be placed opposite Fen Road, but a suitable location needs to be identified for a second board at the eastern end of the village.

- i) Defibrillators - the new defibrillator at the Village Hall has been installed and registered, but the defibrillator by the village sign may be recalled, due to a software fault. The Clerk is investigating this.

#### **014/22 Reports and Recommendations**

Members resolved to submit the following recommendations to the November meeting of the Council:

- a) To approve a quotation from the grounds maintenance contractor for the spraying and reseeding with grass of the meadow area.
- b) To approve a quotation for the removal of the bench opposite Fen Road, the relaying of the path to the bench and the installation of the replacement bench.
- c) To approve the purchase of dog bag dispensers and to identify suitable locations for them.
- d) To consider options for an additional notice board to be placed at the eastern end of the village and to approve funding.

#### **015/22 Amenities Plan 2023/24**

Members were asked to consider priorities for the forthcoming financial year, particularly those with financial implications, to inform the creation of the budget. A community consultation was suggested, possibly at the Annual Parish Meeting.

#### **016/22 Date of Next Meeting**

The next meeting will take place on Tuesday 13 December.

## Don't Suffer in Silence

We're all feeling the effects of the increase in the cost of living this winter. Energy bills, fuel prices, and our weekly shop have all increased dramatically in price. As a resident of Newton-in-the-Isle, help is available to you through a new scheme set up by your Parish Council.

### What can we do for you?

Working with a range of partner organisations, we can access specialist advice and support, benefit checks, grants, food and household goods, cheaper fuel. We can also check that you're receiving all of the energy payments, discounts, grants and benefits you're entitled to.

### What can you do for us?

We're all in this together, so please talk to your neighbours and offer help where you can. If somebody tells you they're struggling, please encourage them to pick up the phone and talk to us. Our service is completely confidential in line with current data protection regulations.

If you are involved in food growing, processing, wholesale or retail and you become aware of surplus produce, please let us know. Whatever it is, regardless of condition, we will find a use for it.

**Call our confidential helpline on 07XXX XXXXXX**

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**NEWTON IN THE ISLE**  
PARISH COUNCIL

## **NEWTON-IN-THE-ISLE PARISH COUNCIL COMPLAINTS PROCEDURE**

1. Newton-in-the-Isle Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 8 May 2017 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be reviewed by the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Date of Adoption: 9 November 2021

Minute ref: 142/21(c)

Contact details for the Parish Clerk:

D Gibbs  
Newton-in-the-Isle Parish Council  
% 358 High Road  
Newton-in-the-Isle  
Wisbech  
PE13 5HS

Phone - 01945 870083

Email - [parishclerk@newtonintheisle.org.uk](mailto:parishclerk@newtonintheisle.org.uk)

For Correspondence to the Chairman:

D Nunn  
The Mount  
Mill Lane  
Newton-in-the-Isle  
Wisbech  
PE13 5HZ

Phone - 07928 524042

Email - [d.nunn626@btinternet.com](mailto:d.nunn626@btinternet.com)



## **NEWTON-IN-THE-ISLE PARISH COUNCIL**

### **GRIEVANCE POLICY**

#### **Introduction**

1. This policy is based on and complies with the 2015 ACAS Code of Practice.<sup>1</sup> It also takes account of the ACAS guide on discipline and grievances at work.<sup>2</sup> It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

<sup>1</sup>. <http://www.acas.org.uk/index.aspx?articleid=2174>.

<sup>2</sup>. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Fenland District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting

- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The grievance meeting**

10. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

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## NEWTON-IN-THE-ISLE PARISH COUNCIL

### DISCIPLINARY POLICY

#### Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice.<sup>1</sup> It also takes account of the ACAS guide on discipline and grievances at work.<sup>2</sup>

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.<sup>3</sup>
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

<sup>1</sup> <http://www.acas.org.uk/index.aspx?articleid=2174>

<sup>2</sup> [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

<sup>3</sup> For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>

- the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

## **Examples of misconduct**

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.
- unauthorised absence
  - poor timekeeping
  - misuse of the Council's resources and facilities including telephone, email and internet
  - inappropriate behaviour
  - refusal to follow reasonable instructions
  - breach of health and safety rules.

## **Examples of gross misconduct**

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive
- bullying, discrimination and harassment
  - incapacity at work because of alcohol or drugs
  - violent behaviour
  - fraud or theft
  - gross negligence
  - gross insubordination
  - serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
  - serious and deliberate damage to property
  - use of the internet or email to access pornographic, obscene or offensive material
  - disclosure of confidential information.

## **Suspension**

- 6 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.
- 8 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.



## **Examples of unsatisfactory work performance**

- 9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

## **The Procedure**

- 10 Preliminary enquiries. The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## **Disciplinary investigation**

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
  - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Council which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

## **The disciplinary meeting**

- 22 If the Council decides that there is a case to answer, it will appoint a staffing committee of three Councillors, to formally hear the allegations. The staffing committee will appoint a Chairman from one of its members. The Investigator shall not sit on the committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the committee. The employee will be invited, in writing, to attend a disciplinary meeting. The committee's letter will confirm the following:
- the names of its Chairman and other two members
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he/she has sufficient time to prepare for it
  - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
  - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the committee to the employee and explain the arrangements for the hearing
  - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - the Chairman will invite the employee to present their account
  - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
  - any member of the committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the committee.

## **Disciplinary action**

- 26 If the committee decides that there should be disciplinary action, it may be any of the following:

### **First written warning**

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **Dismissal**

The Council may dismiss:

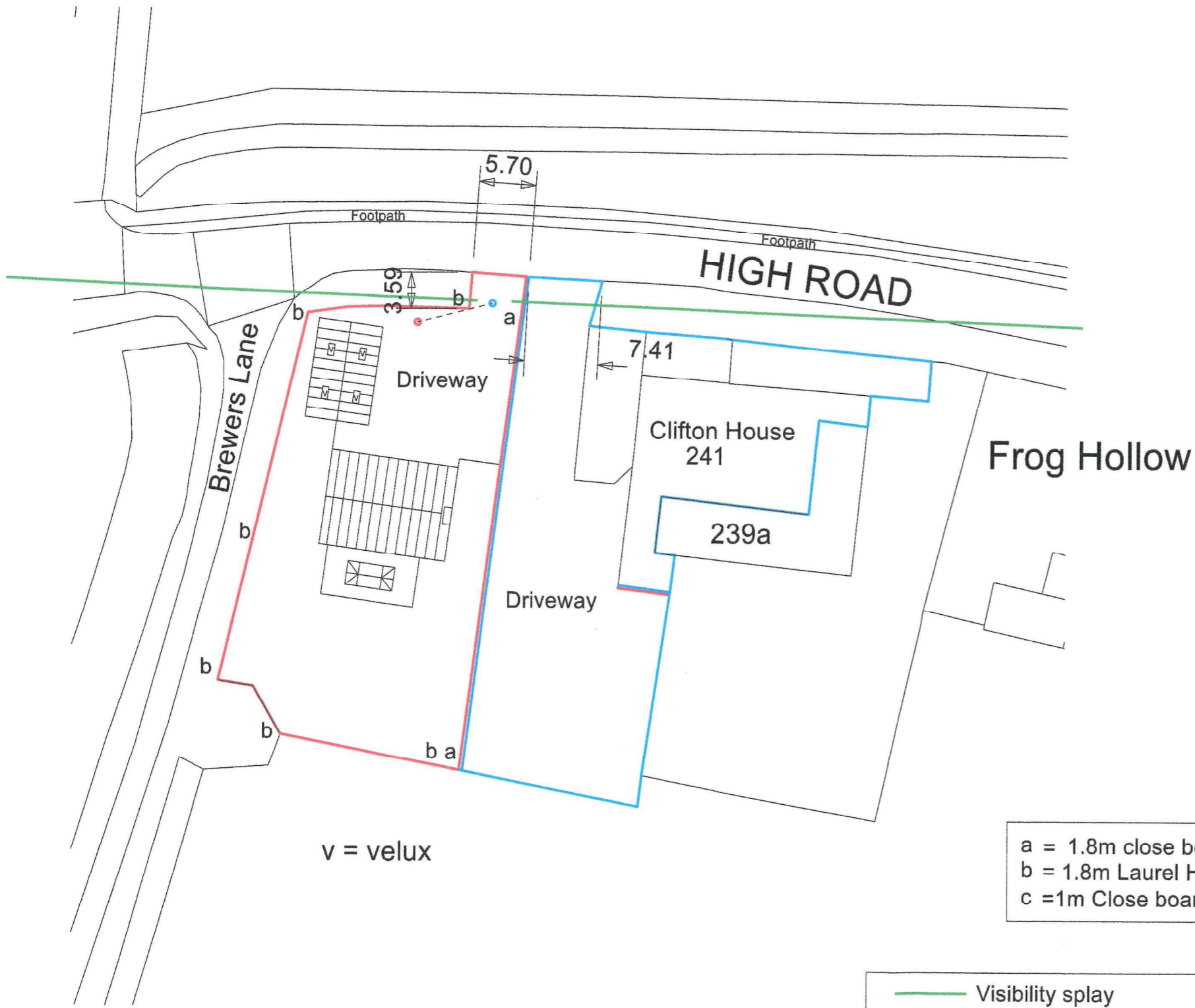
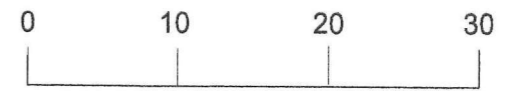
- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

## The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
  - a failure by the Council to follow its disciplinary policy
  - the committee's disciplinary decision was not supported by the evidence
  - the disciplinary action was too severe in the circumstances of the case
  - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members previously involved. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Council, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

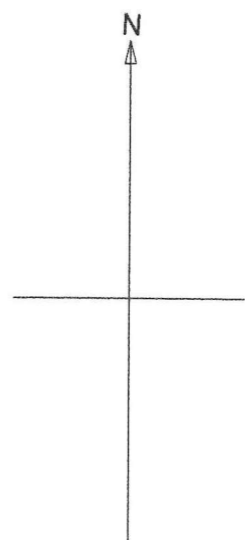
# SITEPLAN



v = velux

- a = 1.8m close boarded fence
- b = 1.8m Laurel Hedge
- c = 1m Close boarded fence

- Visibility splay
- Drain to collect rainwater away from highway
- Soakaway



Proposed House for  
J Rudd and J Hewitt at  
Clifton House,  
241 High Road,  
Newton, Wisbech,  
Pe13 5HW

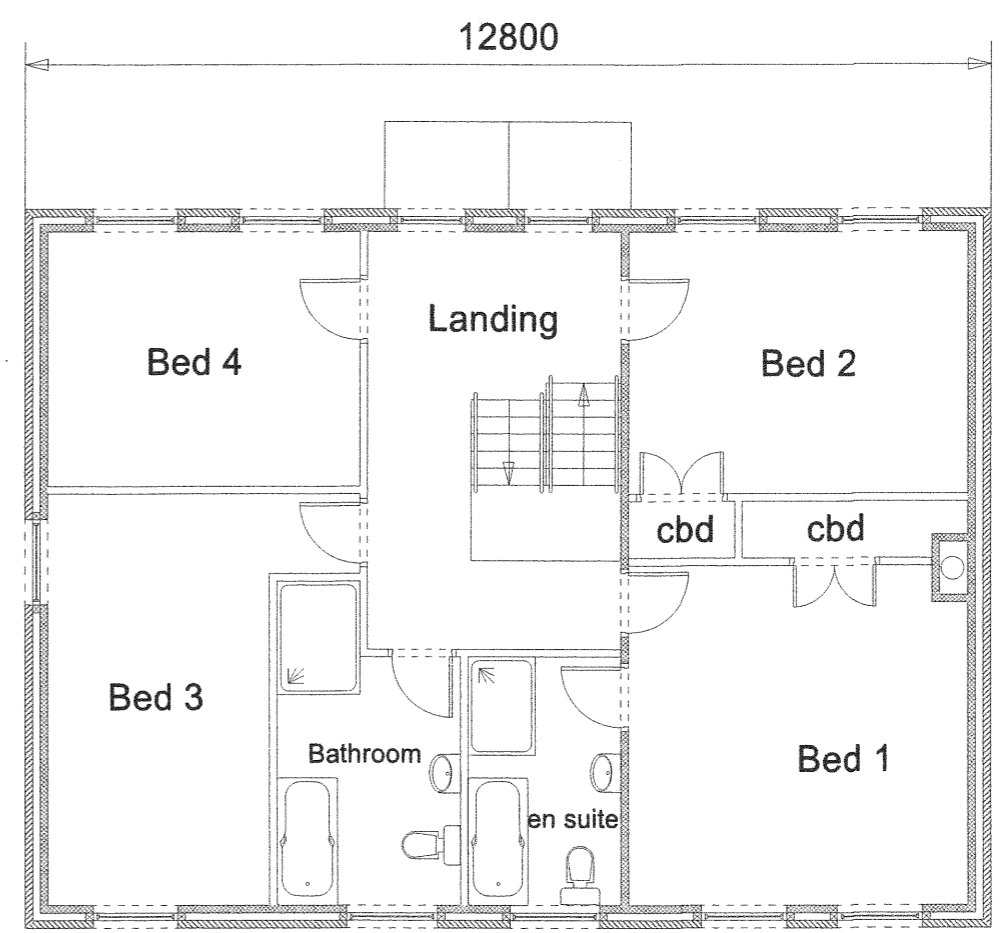
Scale 1:500

Plans by Anfoss Ltd.,  
87 Leverington Common,  
Leverington,  
Wisbech, PE13 5BH  
01945 466266  
07836 246446  
building55@live.co.uk

Ref Hew/2021/Ste/3



Ground Floor

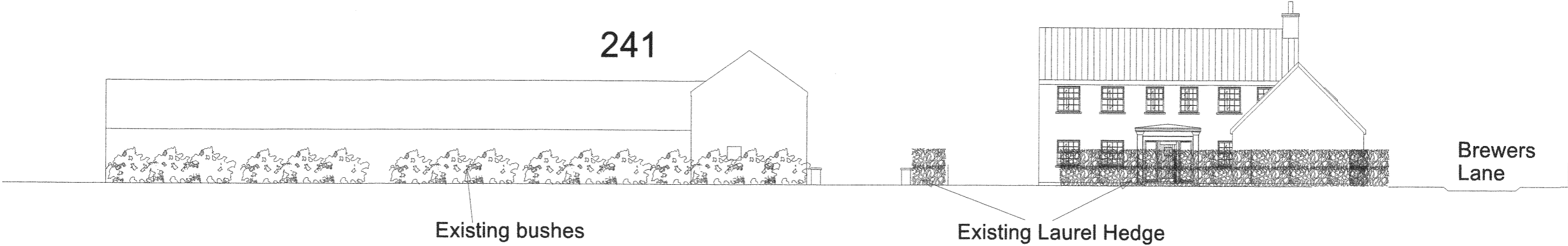


First Floor

Plans by Anfoss Ltd., 87 Leverington Common, Leverington, Wisbech, PE13 5BH Tel 01945 466266 mob 07836 246446 email building55@live.co.uk	Proposed House for J Rudd and J Hewitt at Clifton House, 241 High Road, Newton, Wisbech, Pe13 5HW
	Scale 1:100
	Ref Hew/2021/pln/ 1
	(Empty space)

Street Scene

241



Brewers Lane

Plans by Anfos Ltd., 87 Leverington Common, Leverington, Wisbech, PE13 5BH Tel 01945 466266 mob 07836 246446 email building55@live.co.uk	Proposed House for J Rudd and J Hewitt at Clifton House, 241 High Road, Newton, Wisbech, Pe13 5HW
Scale 1:200	Ref Hew/2021/Scene/1



# Newton-in-the-Isle Parish Council

## Receipts & Payments Summary as at 31.8.22

Income	Year to Date		Budget	%	
FDC Precept	£	10,000.00	£	10,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	-	£	495.00	0.00
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	4.62	£	1.20	385.00
VAT Refunds	£	-	£	1,900.00	0.00
Miscellaneous	£	250.00	£	-	#####
<b>Total Income</b>	<b>£</b>	<b>12,222.62</b>	<b>£</b>	<b>14,365.20</b>	<b>85.08</b>

### Expenditure

Clerk's Salary	£	2,952.60	£	5,000.00	59.05
Fees	£	65.00	£	380.00	17.11
Subscriptions	£	-	£	425.00	0.00
Admin Expenses	£	114.00	£	500.00	22.80
Insurance	£	708.06	£	700.00	101.15
Drainage Rates	£	46.64	£	45.00	103.64
Playing Field	£	1,007.50	£	1,500.00	67.17
Highways	£	-	£	3,700.00	0.00
Street Lights	£	2,495.80	£	1,800.00	138.65
Section 137 Payments	£	200.00	£	500.00	40.00
LHI Projects	£	-	£	1,000.00	0.00
Recoverable VAT	£	521.66	£	-	#####
<b>Total Expenditure</b>	<b>£</b>	<b>8,111.26</b>	<b>£</b>	<b>15,550.00</b>	<b>52.16</b>

### Summary

Total Income	£	12,222.62	£	14,365.20
LESS Total Expenditure	£	8,111.26	£	15,550.00
<b>Net Surplus or Deficit</b>	<b>£</b>	<b>4,111.36</b>	<b>-£</b>	<b>1,184.80</b>

### Balance Sheet

Balance B/fwd	£	38,309.73
Surplus or Deficit	£	4,111.36
<b>Balance C/fwd</b>	<b>£</b>	<b>42,421.09</b>

### Represented by

Barclays Community Account	£	30,366.25
Barclays Business Premium Account	£	12,054.84
Cash / Cheques	£	-
	<b>£</b>	<b>42,421.09</b>

<b>Agenda Item No.</b>	057/22	<b>NEWTON IN THE ISLE</b> <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	8 November 2022	
<b>Report Title</b>	MVAS Speed Data	

## 1. Purpose of Report

To update members on the data from speed monitoring in the village.

## 2. Key Issues

The following raw data has been taken from the MVAS speed monitoring device:

High Road East with a speed limit of 40mph

Monitoring period 12-07-2022 to 20-08-2022 (38 days)

Number of vehicles - 43,755

Minimum speed - 5mph

Maximum speed - 85mph

Average speed - 35.44mph

85th percentile speed - 42mph

Number over speed limit - 19.33% - 8,456 vehicles

Number over prosecutable limit (10%+2 above limit) - 5.61% - 2,456 vehicles

Number over disqualification limit (30mph above limit) - 0.03% - 12 vehicles

Highest speeds recorded:

Friday 15 July 2022	07:49	Arriving	85mph
Saturday 23 July 2022	22:04	Departing	82mph
Saturday 13 August 2022	14:13	Departing	81mph
Thursday 21 July 2022	18:49	Arriving	79mph
Friday 19 August 2022	16:12	Departing	78mph
Thursday 28 July 2022	19:51	Arriving	74mph
Friday 05 August 2022	05:28	Arriving	74mph
Friday 12 August 2022	23:21	Arriving	73mph
Wednesday 20 July 2022	18:01	Arriving	71mph
Thursday 21 July 2022	17:15	Arriving	70mph
Thursday 28 July 2022	05:18	Departing	70mph
Tuesday 02 August 2022	17:25	Arriving	70mph
Friday 15 July 2022	14:57	Arriving	69mph
Saturday 23 July 2022	11:19	Arriving	69mph
Monday 25 July 2022	21:46	Departing	69mph
Wednesday 10 August 2022	15:29	Departing	69mph
Thursday 18 August 2022	04:46	Departing	69mph
Sunday 17 July 2022	12:56	Departing	68mph
Tuesday 19 July 2022	18:04	Arriving	68mph
Monday 25 July 2022	20:58	Arriving	68mph
Friday 12 August 2022	17:19	Departing	68mph
Tuesday 19 July 2022	17:36	Departing	67mph
Tuesday 26 July 2022	22:17	Arriving	67mph
Sunday 31 July 2022	21:31	Arriving	67mph
Sunday 14 August 2022	15:09	Arriving	67mph

Continued overleaf...

<b>Report Author</b>	Dave Gibbs
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Friday 15 July 2022	18:46	Departing	66mph
Saturday 13 August 2022	17:54	Arriving	66mph
Saturday 16 July 2022	09:39	Departing	65mph
Saturday 16 July 2022	10:21	Departing	65mph
Tuesday 19 July 2022	20:29	Departing	65mph
Saturday 30 July 2022	18:48	Departing	65mph
Thursday 04 August 2022	20:08	Arriving	65mph
Wednesday 10 August 2022	07:17	Departing	65mph
Friday 15 July 2022	17:55	Departing	64mph
Thursday 21 July 2022	18:57	Departing	64mph
Tuesday 26 July 2022	20:32	Arriving	64mph
Friday 29 July 2022	08:00	Arriving	64mph
Saturday 13 August 2022	14:37	Departing	64mph
Thursday 18 August 2022	05:48	Departing	64mph
Thursday 14 July 2022	11:15	Arriving	63mph
Friday 15 July 2022	05:48	Departing	63mph
Friday 22 July 2022	03:27	Departing	63mph
Saturday 30 July 2022	18:27	Departing	63mph
Saturday 06 August 2022	13:26	Arriving	63mph
Thursday 11 August 2022	16:44	Departing	63mph
Friday 19 August 2022	05:48	Arriving	63mph
Sunday 17 July 2022	20:47	Departing	62mph
Monday 25 July 2022	14:08	Departing	62mph
Wednesday 03 August 2022	17:38	Arriving	62mph
Friday 12 August 2022	10:36	Departing	62mph
Sunday 14 August 2022	07:41	Arriving	62mph
Tuesday 16 August 2022	18:01	Arriving	62mph
Thursday 18 August 2022	16:20	Departing	62mph
Friday 19 August 2022	18:07	Arriving	62mph
Friday 15 July 2022	16:56	Arriving	61mph
Friday 15 July 2022	17:47	Departing	61mph
Saturday 16 July 2022	13:06	Departing	61mph
Sunday 17 July 2022	11:09	Arriving	61mph
Thursday 21 July 2022	15:06	Departing	61mph
Saturday 23 July 2022	02:02	Arriving	61mph
Saturday 23 July 2022	14:37	Arriving	61mph
Monday 25 July 2022	21:49	Arriving	61mph
Wednesday 27 July 2022	21:41	Arriving	61mph
Friday 29 July 2022	18:23	Departing	61mph
Thursday 04 August 2022	11:06	Departing	61mph
Wednesday 10 August 2022	15:22	Arriving	61mph
Monday 15 August 2022	12:19	Arriving	61mph
Monday 15 August 2022	14:22	Arriving	61mph
Thursday 18 August 2022	15:29	Arriving	61mph
Thursday 14 July 2022	06:06	Arriving	60mph
Friday 15 July 2022	17:37	Departing	60mph
Tuesday 19 July 2022	03:40	Arriving	60mph
Thursday 21 July 2022	04:41	Departing	60mph

### 3. Recommendations

Members note the report